

DHS (WWCC)

How to apply guide?

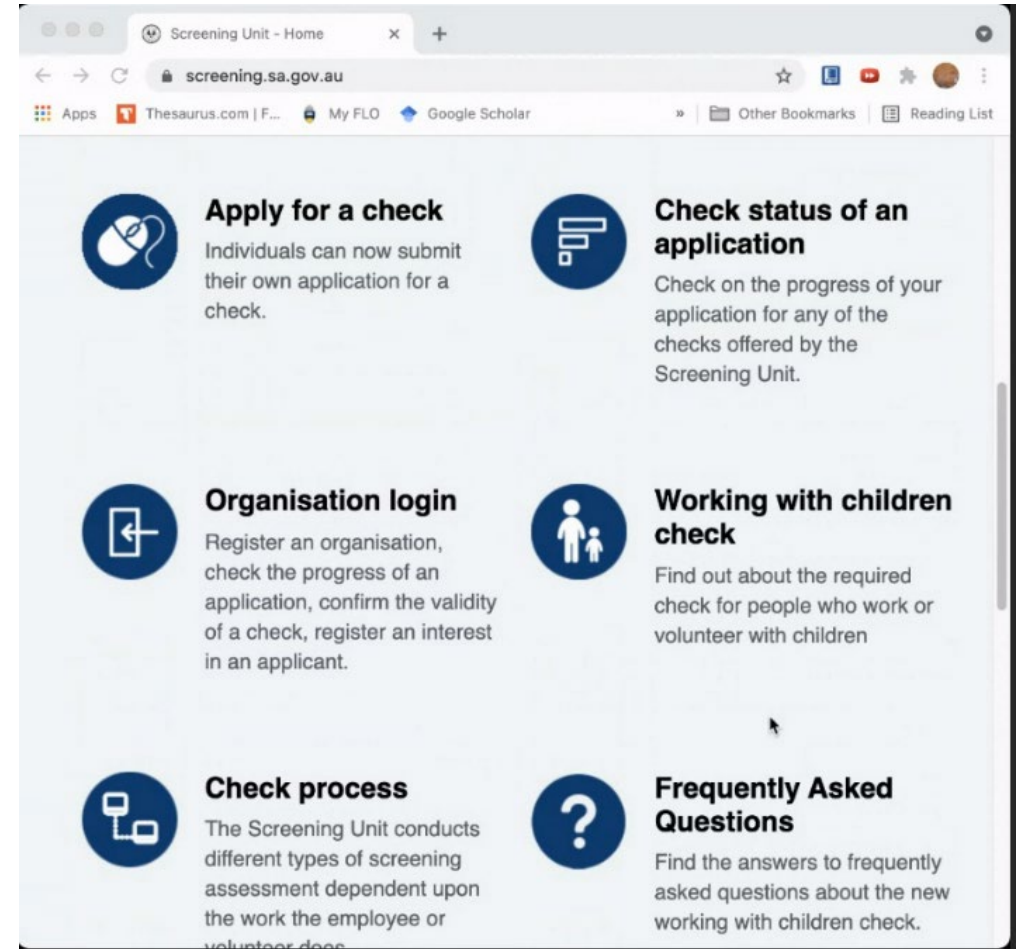
DHS - Department for Human Services

Working with Children Check



How to apply for DHS checks

- GO TO THE DHS WEBSITE
- CLICK ON LINK
- screening.sa.gov.au



Complete the Form to
initiate an application;

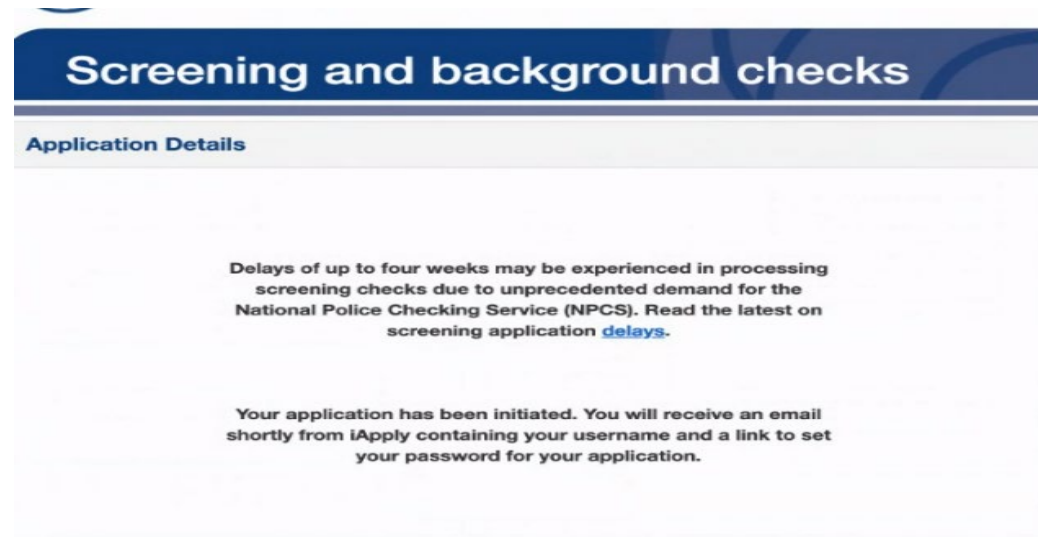
Click on the clearances
that apply;

Complete with
highlighted fields

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Email*	<input type="text" value="Email"/>
Confirm Email*	<input type="text" value="Confirm Email"/>
Date of Birth*	<input type="text" value="dd"/> <input type="text" value="yy"/> <input type="text" value="yy"/>
Reference Number	<input type="text" value="Reference Number"/>
Proposed Start Date	<input type="text" value="Proposed Start Date"/>
Continuation of Work	<input type="checkbox"/>
Role Description*	<input type="text" value="University Placement"/>
Screening(s) Required*	<input checked="" type="checkbox"/> Aged Care Sector Employment <input type="checkbox"/> General Employment Probity <input checked="" type="checkbox"/> Vulnerable Person Related Employment <input checked="" type="checkbox"/> Working With Children Check <input type="checkbox"/> NDIS worker check
Applicant Type*	<input type="text" value="Tertiary/Secondary Student"/>

- Please note that you can only apply to renew clearances if they are within 6 months of expiry. As you will receive all the clearances for one price – please apply for all the clearances that you are able to apply for.
- You MUST select Tertiary/Secondary Student as the Applicant Type – YOU ARE NOT A VOLUNTEER WHEN ON PLACEMENT
- You are required to only have the Working with Children Check, however for you can also apply for the Aged Care and Vulnerable Persons but these are not required for our purposes at this time. If possible, please apply for all of them together and you will only be charged one fee.
- The cost as of Nov'23 is \$62.50. The WWCC is valid for 5 years.

At this stage you will have **initiated an application**.
You will then receive an email from DHS into your Flinders University Email mailbox.
Please follow the instructions and complete your online application.
You will need to upload 100 point check (passport/driving license and student id)



FAQ – Trouble shooting

International Student

OR Student Under Age 18

OR Student without Australian Passport/Driving Licence

- You will not be able to confirm your 100 point check online yourself unless you have an Australian Drivers Licence and a current Australian passport.
- You will only be able to use the 'print and seek' option.
 1. Print a copy of your fully paid online check application
 2. Show your original identity documents to an independent permitted verifier (see list below)
 3. Email the completed application and signed copies of your identity documents to the Screening Unit (DHSScreeningUnit@sa.gov.au)

EMPLOYMENT SCREENING – APPLICANT IDENTITY – PERMITTED VERIFIERS	
(SCREENING UNIT, DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION, SA GOVERNMENT)	
Public Officials	Commissioner for Oaths (or Affidavits or Declarations)
	Justice of the Peace / Notary Public
	Ombudsman / Public Advocate
Parliamentarians and Councillors	Elected Member — Parliament of the Commonwealth of Australia or State Parliament or Territory Legislature
	Mayor / Deputy Mayor / Councillor in a local government authority
Courts and Law Enforcement	Justice / Judge / Magistrate / Master — any Australian court of law
	Registrar / Clerk / Sheriff / Bailiff — any Australian court of law
	Lawyer (however described) of any Australian jurisdiction
Government Officials	Police officer (federal or state or territory police force)
	Permanent employee of any department or authority of the federal government, state government, or local municipality
	Principal of or Student Counsellor in a school
Community Leaders	School Teacher or University Lecturer (only if employed full-time)
	Commissioned Officer (only if current) — Australian Defence Force
	In relation to an Applicant from an Aboriginal community in an isolated or remote location, an individual is a <i>Community Leader</i> if he or she: <ul style="list-style-type: none"> • Is a recognised Elder (by others in the community) • Serves as Chairman, Secretary, or CEO of an incorporated indigenous land council / community council / housing association • Is Coordinator of Aboriginal community development employment • Manages or works as the treating health professional in an Aboriginal medical service relevant to the Applicant • Is the Principal of or a Counsellor in a school in the community • Minister of Religion • Has worked for at least five years at Centrelink, or as an agent of Centrelink, or as other government employee.
Medical and Allied Health Professionals	In relation to any Applicant, this can also be a person who performs the function of: <ul style="list-style-type: none"> • A religious leader registered to officiate at marriage ceremonies as a Marriage Celebrant
	Person currently registered or licensed to practise as: <ul style="list-style-type: none"> • Medical Practitioner / Dentist / Veterinary Surgeon • Nurse / Psychologist • Physiotherapist / Chiropractor • Optometrist / Pharmacist
Non-Government Organisations	The responsible manager within the requesting organisation who is a senior person with responsibility for the applicant.
Other Occupations	Tax Agent / Patent Attorney / Accountant (certified or chartered)
	Member of the Institution of Engineers / Mining and Metallurgy Institute